

ARMY OTOT VACANCY ANNOUNCEMENT

**ARIZONA ARMY NATIONAL GUARD
ACTIVE GUARD AND RESERVE
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Phoenix, AZ 85008-3495
PHONE: (602) 629-4804; DSN 853-4804**

ANNOUNCEMENT NUMBER: 18-388AG DATE: 19 July 2018 CLOSING DATE: 02 August 2018

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HUMAN RESOURCE TECH, PAR/LIN: 001A/01, W01, 420A0

APPOINTMENT FACTORS: OFFICER: WARRANT OFFICER: X ENLISTED:

LOCATION OF POSITION:

WAATS (W7V0AA) 22440 E. Pinal Air Park Road, Marana, AZ 85653

AREA OF CONSIDERATION: This position is ONE TIME ONLY TOUR in the Active Guard and Reserve Force and is open to current M-Day and Technician members of the Arizona National Guard in the pay grade of **W1-CW4**. Individual selected will be on a ONE TIME ONLY TOUR of Active Duty Title 32 with the Arizona Army National Guard as a backfill behind the deployed AGR Soldier. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: Tour dates are subject to Incumbent's Title-10 period of service

NOTE: Must meet the eligibility requirements to become a 420A

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-2, the documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position.)
- b. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- c. Letters of recommendation or Officer Evaluation Report (OER) as required by the position announcement. Provide last 5 OERs, as applicable.
- d. Certified copy of Officer Record Brief (ORB). Verify ASVAB line scores are annotated on the ORB
- e. Statement of all active service performed. The following documents are acceptable – Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement. Must be within 1 year of Annual Ending Date (AYE).
- f. Certificate of Release or Discharge (DD Form 214(s), DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- g. DA Form 1506 (Statement of Service) Title 10/Active Duty applicants only.
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years.
- i. AZNG Form 335-4-R (Apr 1992).
- j. DA Form 705 (APFT) or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705). If selected, must have passed a record APFT within the last 6 months. Profiles must be attached if applicable.
- k. Proof of meeting body composition standards IAW AR 600-9. DTMS printout can be used. (DA Form 5500/5501, if applicable)

ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION

- 1. Knowledge of various HR systems, to include but not limited to SIDPERS, RCAS, DEERS, EES, IPERMS, DPRO and eMILPO.
 - 2. Knowledge of personnel actions, administrative services and operations of a Brigade S1.
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BRIEF JOB DESCRIPTION:

The Human Resource Officer/Brigade S1 leads the section which is responsible for the coordination of personnel, administrative services, and operations for the Brigade. The S1 prepares and maintains the current personnel estimate for the Brigade. The S1 assesses current and projected strength data to maintain the readiness of the Brigade and subordinate battalions. The S1 maintains a personnel information data base. The Brigade S1 manages officer personnel career progression. The S1 also tracks brigade wide OERs, NCOERs, awards and manages line of duty investigations, congressional and exterior inquiries and special correspondence. The S1 conducts change of command ceremonies, plans and executes formal events, and assists the Brigade mobilization officer. The Brigade S1 coordinates with other members of the staff, and has an understanding of Western ARNG Aviation Training Site (WAATS) in a variety of operational scenarios. The Human Resource Office is critical in the tracking of the Full Time Manning of the WAATS, both AGR and Technician. The Brigade S1 makes decisions based on a variety of information sources; interprets regulations to include deciphering MILPER/ALARACT messages for individuals, subordinates and commanders. Initiates and prepares correspondence in response to request for information, policy or guidance. Monitors input into all primary HR Systems to include but not limited to SIDPERS, RCAS, DEERS, EES and eMILPO.

Selecting Supervisor: LTC Christopher Hyde

Nominating Official: LTC Stephen Sawyer